
CHAPTER 5

ASSIGNMENTS

ADPL Assignments

- ❑ Needs of the Service
- ❑ Personal Needs
- ❑ Tour Length
- ❑ Collocation
- ❑ Career Factors
- ❑ Communicating with Your Assignment Officer
- ❑ CWO Assignment Process

IDPL Assignments

(to be developed and promulgated in early 1999 upon completion of current Commandant-chartered QAT reviewing the Reserve officer management system)

ADPL ASSIGNMENTS



ORGANIZATION The assignment process is designed to match the needs of the Service with your skills, specialty and personal desires; in other words, to assign the right person to the right job at the right time. Career paths are designed to develop necessary skills and experience to staff the organization. Occupational specialties are developed through operational assignments, cross-training and graduate-level education. Assignments are a competitive process involving all fully qualified officers who have requested a billet.

BALANCE The fundamental tenets of the officer assignment system require equitable, unbiased, consistent consideration of Service needs, program and unit requirements, and the individual needs of the member.

RESPONSIBILITY TO THE PUBLIC Officer assignments are driven by the Coast Guard's need to serve the public interest. The specific skills and experience mix to meet this need constantly changes with new technology, changing budgets and new legislation. Since the Coast Guard serves the public, the first consideration for officer assignments is the needs of the Service.

REFERENCE COMDTINST M1000.6 (series), Personnel Manual
COMDTINST 1754.7 (series), CG Family Special Needs Program
COMDTINST 5320.7 (series), Commissioned and Warrant Officer Billet Manual
CG-5494, CG Special Needs Enrollment Form
CG-3698, Assignment Data Card

NEEDS OF THE SERVICE



PRIMARY ORGANI- ZATIONAL NEEDS

Assignment Officers (AOs) must consider four primary organizational needs when making assignment decisions.

- ☞ Officer Career Paths—Each occupational specialty may have several career paths.
- ☞ Qualification—AOs must be sure the Coast Guard is properly staffed by filling each billet with a qualified officer.
- ☞ Occupational Specialty—Each occupational specialty must contain an adequate number of officers. AOs accomplish this goal by assigning officers to a variety of billets in different locations and educating them in a proper mix of graduate school disciplines.
- ☞ Diversity—The Coast Guard is committed to embracing and managing the diversity of our workforce. The rich perspectives that all individuals bring to the workplace enhance mission accomplishment. Placing women and minority officers whose performance places them among the best qualified in positions where they serve as role models to other officers, enlisted members, and the civilian community supports this commitment.

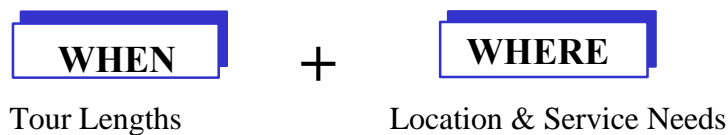
ROLE OF THE PROGRAM MANAGER

Management of occupational specialties is generally assigned to a Headquarters program manager. For example, Commandant (G-CFM) is the program manager for the Financial Resource Management specialty. AOs solicit input from Headquarters program managers when making assignment decisions.

NEEDS OF THE SERVICE

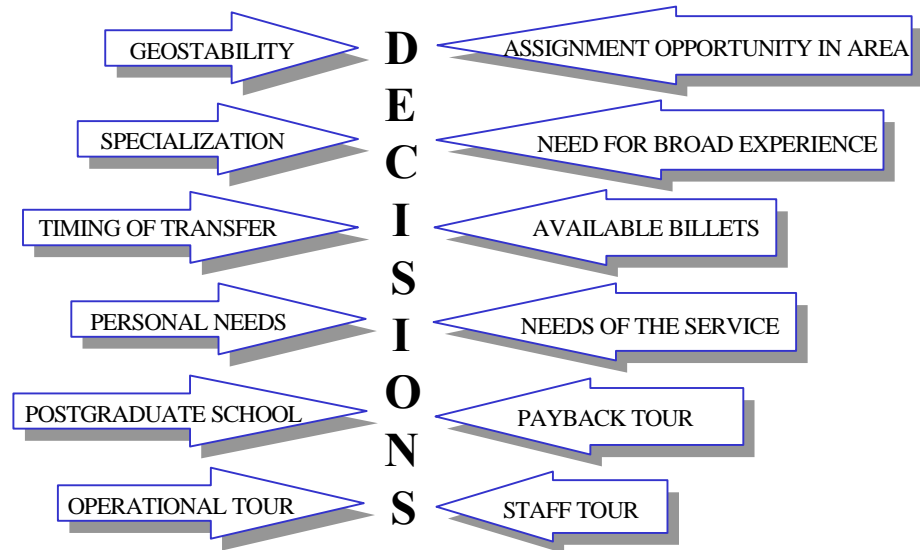
ASSIGNMENT TIMING AND LOCATION

Your goal is to be well informed about assignment choices, processes, and timing and how they affect promotion potential. AOs know you consider several factors in assignment choices; career potential, family, and other personal concerns among them.



Tour lengths drive the "when" of reassignment timing. Location and Service needs, including personal desires, drive the "where" for location. Obviously, you cannot move to a location where all billets for which you are qualified are already filled. Fairness dictates opportunities for assignment to desirable locations be open to all.

PERSONAL NEEDS



GOAL

In addition to balancing Service and program needs, AOs serve as personal counselors and advocates for the members they assign. They realize assignments can affect careers and personal satisfaction. Their goal is:

TO MEET THE NEEDS OF THE SERVICE WHILE MAXIMIZING
OFFICERS' SATISFACTION AND CAREER NEEDS.

This is a goal. In a dynamic assignment environment, it is not possible to make everyone completely happy. However, with the proper attitude, career planning, and cooperation with the system, you can receive a high degree of satisfaction from the assignment process.

COMMUNICATING PERSONAL AND/OR REGISTERED SPECIAL NEEDS

It is important to communicate your family's special needs to your AO. Use the Assignment Data Card comment section to do so, including family medical situations, counseling or schooling needs. If applicable, you also must fill out the Coast Guard Special Needs Enrollment and Assessment Form (CG-5494). For more information about the special needs program, contact your Family Program Administrator (FPA) or Dependent Resource Coordinator (DRC) at your local Work-Life Staff Office.

PERSONAL NEEDS

NEED FOR GEOSTABILITY

The need for geostability reflects changing societal attitudes and values coupled with substantial, increasing numbers of geographic bachelors and dual-career Coast Guard families. Fewer PCS moves also result in cost savings; managing the personnel transfer account prudently is always a factor, and critical in lean financial times. In addition, the Coast Guard wants to use its personnel's local knowledge to enhance its service to the public.

GUIDELINES

Current guidelines allow AOs to manage conflicting aspects of geographic stability. On completing a tour in a given geographic location, your AO closely scrutinizes your extension request or request for another tour at that location to provide other officers the opportunity to compete for assignment there. You must compete for your own job along with other officers desiring that billet. If you compete successfully, the AO allows you to remain in that area. AOs do not move you simply because you have reached an arbitrary time in a geographic area.

CAREER CONSIDERATION

Geostability does not damage your career; however, consider the assignment opportunities in the area. Does a specific location have an adequate assignment mix to enable you to grow professionally and successfully compete for promotion?

TOUR LENGTH

TOUR LENGTH GOALS

These tour length guidelines for commissioned and chief warrant officers represent, on average, assignment goals the Coast Guard Personnel Command (CGPC) strives to attain in managing the officer corps. You should be flexible even in an assignment, since the CGPC can adjust individual tour lengths to meet Service needs. Because it must balance Service with personal needs, the dynamic nature of the personnel system sometimes prevents completing a tour of duty as shown below.

REFERENCE

COMDTINST M1000.6 (series), Personnel Manual, Article 4.A.5.

AFLOAT

2 YEARS

Cutters
LEDETS
USN Exchange
SQD Western Hemisphere Group
UNITAS; CWO WPB CO

3 YEARS

CO (WLB/WTGB)/Supply Officer
WMEC EO & WAGB AEO
All other CWOs afloat

ASHORE

4 YEARS

Except for the following:

AVIATION:

3 YEARS

CO (O-6 and AIRSTA Washington)
Precommand (OPS/EO/XO)
POPDIV Branch Chief

2 YEARS

CO (O-5) & POPDIV Duty

MARINE SAFETY UNITS (MSO/MIO/MSD):

3 YEARS

Command Cadre

1-4 YEARS

OUTCONUS assignments vary (refer to Personnel Manual, COMDTINST M100.6 series)

TOUR LENGTH

ASHORE

(Continued)

UNITS UNDER HEADQUARTERS/AREA/MLC/DISTRICT:

3 YEARS	CO/XO/OPS	OCS staff
	VTs Duty	CGPC- Division Chiefs
	ICC	CGPC-Branch Chiefs
	TACLETS	Assignment Officers
	ITD	CAC Coordinators
	Training Team	Staff (opm)
	Non-PHS O-1s and above at Groups	first tour O-1 and O-2
	Academy cadet branch chief	

2 YEARS Commander, (CGPC)
CG Academy Assistant Superintendent
Chief, CGPC-opm
Chief, CGPC-epm
Assistant Chief, CGPC-opm

STAFFS AT HEADQUARTERS/AREA/MLC/DISTRICT:

3 YEARS G-CPA and G-CC staff
Chief Trial Judge G-L-4
Chief, G-CBU-2

2 YEARS Area or district Chiefs of Staff and Chiefs of Operations
MLC Deputy Commander
Ethnic and Gender Policy Adviser
Executive Assistants to G-C, G-M, G-O, G-S, G-W, G-CC, G-CP, G-CQ, G-CX, G-CPA, G-CBU, G-CI, G-AD, G-H, G- MO, G-OP, G-OC, G-SL, G-SC, G-SE, G-WT, G-WK, and G-WR
Deputy G-CCS and G-CI

MEDICAL:

5 YEARS PHS CONUS clinical

COLLOCATION

INTRODUCTION	Only five percent of Coast Guard officers are married to other service members. AOs work diligently to keep these families together.
REFERENCE	COMDTINST M1000.6 (series), Personnel Manual, Article 4.A.8.
SUCCESSFUL COLLOCATION	As a rule of thumb, a successful collocation is defined as one in which both individuals' units are within 60-70 miles of each other.
TWO SIDES OF COLLOCATION	Some believe collocated couples receive special treatment in the assignment process. On the other hand, some collocated couples perceive assignment possibilities are restricted to large metropolitan areas. The AO's goal, as in all assignments, is to meet Service needs while maximizing officers' satisfaction and career needs.
COLLOCATION FACTORS	<p>Some important points to remember about collocations include:</p> <ul style="list-style-type: none">☞ Assigning married couples on active duty is based on the Coast Guard's needs. Collocation is one of many factors but not the primary factor. Married couples are not guaranteed assignment to the same geographic area.☞ It is important to indicate collocation status on the Assignment Data Card.☞ Married couples are not assigned together to the same cutter or restricted duty station.☞ To minimize chain of command conflicts, married couples are not assigned to the same unit where one supervises the other or where one is senior in rank to the other's supervisor. <p>For better assignment opportunities, career paths should complement the assignment equation. For example, one member specializing in operations afloat and one member in marine safety. When two married members have the same occupational specialty, collocation becomes inherently difficult.</p>

CAREER FACTORS

ASSIGNMENT SERIES

You can view your career as a series of billet assignments. With each comes an associated increase in responsibility. Career planning, and therefore assignment choices, involve examining and assessing position and potential in the assignment progression. To further develop your potential, you must choose assignments within the framework of the assignment process.

ADMINISTRATIVE AND OUT-OF-SPECIALTY TOURS

In addition to assignments in an occupational specialty, other significant qualities and experience are important in seeking a Coast Guard career. Two of the most important are administrative and out-of-specialty tours.

- ☞ Administrative—It is not sufficient to only climb the ladder of responsibility and technical expertise as shown in a specialty career path. Every officer billet requires managerial or administrative ability, the very abilities which become more important with seniority.
- ☞ Out-of-Specialty Tour—No one can have an in-depth knowledge of all primary occupational fields; however, you should have a working knowledge of and appreciate all mission areas that complement an individual area of expertise. Out-of-specialty tours give you a better overall view of the Coast Guard, its missions, and various program interrelationships.

CAREER CHECKLIST

The more actively you participate in determining your career, the greater your personal satisfaction can be. You have a better idea not only of what you expect, but also of your destination. This checklist provides some guidance in making assignment and career decisions.

- ☞ Identify Your Goals
- ☞ Act Now; Don't Wait
- ☞ Know and Communicate with Your Program Manager
- ☞ Look at Your Assignment History
- ☞ Work with Your Mentor
- ☞ Request Assignments that will Help You Achieve Your Goals
- ☞ Investigate Advance Education (AE) and/or Special Training Opportunities
- ☞ Investigate Potential Assignments after AE or Special Training
- ☞ Get Performance Feedback (How Well are You Performing – Mid-term review/counseling)

COMMUNICATING WITH YOUR ASSIGNMENT OFFICER

PERSONAL ADVOCATES

After carefully planning and considering the many variables that make up the assignment process, the next step is to communicate with your AO. Every AO's goal is to meet Service needs while maximizing officer satisfaction and career needs. Your AO is your personal advocate. Conversations and counseling sessions between you and your AO are private, privileged, and a very important part of the personnel management system.

BE REALISTIC






The key to constructive dealings with your AO is flexibility. In other words, help the system work for you. Avoid demanding a specific billet and don't put an unwanted billet on an ADC. The greater your flexibility in duty preference, generally the greater your options are. You are more likely to be happy with your own second or third billet choice than with none at all. Work with your AO to develop realistic priorities.

RESPONSIBILITY

AOs come under the Officer Assignment Branch, Officer Personnel Management Division, Coast Guard Personnel Command (CGPC-opm-2).

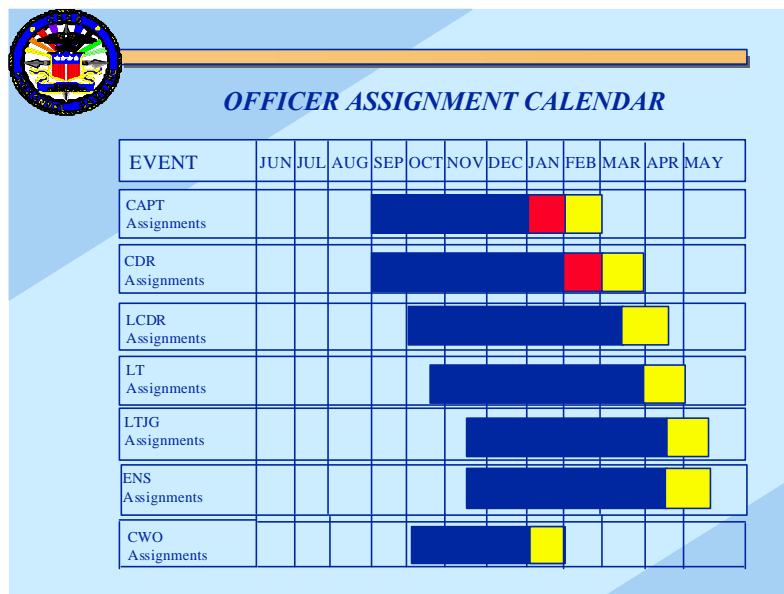
COMMUNICATING WITH AN AO

There are several ways to communicate with your AO:

-  Assignment Data card (CG-3698A)
 -  Telephone
 -  Fax/Email when authorized in advance by your AO
 -  Personal visit by appointment
 -  Letters
-

COMMUNICATING WITH YOUR ASSIGNMENT OFFICER

BUSY SEASONS When trying to contact an AO, remember only 15 AOs track the thousands of Coast Guard officers. During certain times of the year, AOs are especially busy. The following calendars illustrate critical assignment times.



COMMUNICATING WITH YOUR ASSIGNMENT OFFICER



SENIOR OFFICER ASSIGNMENT CALENDAR

EVENT	SEP	OCT	NOV	DEC	JAN	FEB
SENIOR SERVICE SCHOOL						
COMMAND SCREENING						
O-6 ASSIGNMENT PANEL PROCESS						
O-5 ASSIGNMENT PANEL PROCESS						



JUNIOR OFFICER ASSIGNMENT CALENDAR

EVENT	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
PG/FLIGHT SCHOOL PANELS												
PROMOTION BOARD RESULTS	O-2		O-4		O-3		O-2					
COMMAND AFLOAT SCREENING												
O-4/BELOW "OPS/OCONUS SBI"												
INTEGRATION & EXTENSION	E X T							E I X N T T				
O-4/ BELOW "STAFF"												

COMMUNICATING WITH YOUR ASSIGNMENT OFFICER

AO ACCOUNTS Each AO handles a group of billets called an account, shown below.

(202)267-1644 Post Continuation Captains	(202)267-2533 Captains	(202)267-1677 Commanders
(202)267-1678 Deck Officers Afloat Navy Exchange Program	(202)267-1679 Intelligence - Defense Operations Operational Training Cutter Management - Law Enforcement TQC - FTG - MLE School BOSN CWO (Except “M”)	
(202)267-6040 Boating - Auxiliary OPCENs-SAR (Groups & Stations) ELECTRONICS (Radio Aids - Electronics Eng - Comms Computer Science - IRM) ATON Ashore ISC Command Cadre	(202)267-1681 ENGINEERING (Naval - Civil - Industrial - Eng Physics) Support Centers (XO/OPS)	
(202)267-1680 AVIATION CDR & LCDR LT - OPS	(202)267-6025 AVIATION LCDR &Below First Tour Operational Exchange/NASA Programs Instructor Pilot/Flight School/DCA Assignments	
(202)267-1673 MARINE SAFETY CDR & LCDR VTS, Ice Operations	(202)267-6041 MARINE SAFETY LT & LTJG	
(202)267-1672 Legal - Admin - Personnel Recruiting - Training Financial Management PPBES (except G-K & G-R)	(202)267-1360 USPHS, Line Officers & PAs - Recruiting International/Congressional Affairs Special Liaisons - Inspection Staffs Readiness & Reserve - Military Aides	
(202)267-1672 CWO PERS - F & S - AVI - MED INF - CGI - BNDM Work Life Assignments	(202)267-1671 CWO ENG - ELC - COMM MAT - WEPS “M” CWOs	

COMMUNICATING WITH YOUR ASSIGNMENT OFFICER

OFFICER SHOPPING LIST

Officer shopping lists are available through the CGPC-opm "Fax on Demand System." Units with a fax can gain access to this information any time during the assignment season at (202) 267-0935 or 1-800-432-2282.

ADC

The Assignment Data Card (ADC), CG-3698A, is the primary, most efficient means to communicate with your AO. When CGPC-opm-2 receives an ADC, it is routed through every AO. The ADC is a personal communication between you and the AOs. It is not shared with commands, programs, or other officers.

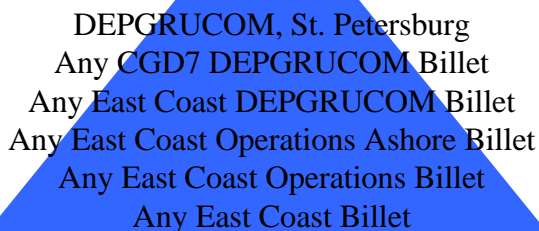
WHEN TO SUBMIT

Submit an ADC within six months of reporting to a new unit or whenever work or home phone numbers change. AOs constantly search for ways to communicate with officers who have not provided good phone numbers. Don't miss out on a dream assignment because an AO cannot reach you.

You can hand print ADCs. You can revise them as often as you please. To ensure correctness, take special care to enter the correct unit OPFAC numbers and Officer Billet Codes using the Officer Billet Manual, COMDTINST M5320.7 (series), for your assignment choices. When you fill out your ADC, send the original to CGPC-opm-2 and a copy to your PERSRU. The PERSRU enters the ADC in the database and returns a validated copy to the member.

PYRAMID CHOICES

The purpose of your ADC is to get you your preferred billet. The most effective way to fill in assignment choices is by pyramiding: list your "dream billet" first and then widen your choices by location and/or occupation. For example, when listing assignment choices on an ADC use this pyramid:



DEPGRUCOM, St. Petersburg
Any CGD7 DEPGRUCOM Billet
Any East Coast DEPGRUCOM Billet
Any East Coast Operations Ashore Billet
Any East Coast Operations Billet
Any East Coast Billet

LIST ALL CHOICES

Billet choices broaden as geographical and operational specialties are expanded. The chances of your getting something on the above list are favorable.

Don't list only those billets on the shopping list. Request what you want and assume every billet may open.

COMMUNICATING WITH YOUR ASSIGNMENT OFFICER

ADC REMARKS SECTION

The remarks section on the ADC can be critical depending on your situation. These are important points to remember about your remarks.

- ☞ List your most important factor (e.g., location, job type, collocation).
- ☞ Show how a requested assignment corresponds to career goals.
- ☞ Describe any registered special needs, if appropriate.
- ☞ Indicate if you are married to a Service member.
- ☞ Explain your concerns about your least desired area.

REQUESTS

- ☞ Extension requests—Submit on an ADC.
- ☞ Early rotation request—Submit on an ADC. A command endorsement is required.

TELEPHONE

AOs attempt to answer all the calls they receive. However, during their busy season, it may take two to three days to return your call. When calling an AO:

- ☞ Provide your 10-digit phone number.
- ☞ Provide sufficient information on your voice mail to allow the AO to research your issue.

PERSONAL VISIT/RECORD REVIEW

Another way to communicate with your AO is a personal visit. When you visit Washington, DC be sure to make an appointment to see your AO. Also, make an appointment to review your record for completeness and accuracy.

BULLETIN BOARD

It is also advisable to call the assignment bulletin board before you talk to the AO directly.

☎ 1-202-267-0935

or

☎ 1-800-432-2282

RECOMMEN- DATIONS

AOs do not decide; they recommend. The Chief, Officer Assignment Branch, decides assignments for officers O-4 and below. O-5 and O-6 assignment decisions are made by assignment panels. This oversight system ensures all assignment **decisions** are reviewed impartially.

CHIEF WARRANT OFFICER ASSIGNMENT PROCESS

ASSIGNMENT FACTORS

The assignment process is the same for chief warrant officers as for any other officer. However, there are some important factors to consider.

- ☞ New appointees are assigned to vacancies remaining after current chief warrant officers are assigned.
- ☞ All things being equal, assignments are offered in order of precedence on the appointment list, taking into account the skills set of the individual and the skills set required for the position.

CAREER GOALS

Career goals are an important factor in the chief warrant officer assignment process. Make goals and know the avenues necessary to achieve them. Example:

POSITION DESIRED

AVENUE TO GET THERE

Engineering Officer

Main Propulsion Assistant

NESU, Duty

Variety of Naval Engineering Billets

WPB CO

Afloat Tour

WLM CO

1st LT WLM/WLB

Station CO

Operational Tour

LORSTA CO

LORSTA Senior Technical Officer

Inspection Dept. Chief

Marine Inspection Tour

